

PUBLIC WORKS INSPECTOR

DISTINGUISHING FEATURES

The fundamental reason the Public Works Inspector exists is to perform technical skilled work in inspecting public works construction projects, utility work performed in the public right-of-way, and oversee contract inspectors working small projects in the Inspection Services Division of the Planning Systems Department. This classification is not supervisory. Work is performed under direct supervision by the Field Engineering Manager.

ESSENTIAL FUNCTIONS

Performs inspections of all types of civil engineering/public works improvements built within the right-of-way and public easements and occasionally on private property in accordance with City policy and code, including such projects as streets, bridges, culverts, storm drains, water mains, utility service connections, walls, and traffic signal systems.

Plans daily activities to allow time to check all assigned projects during a given workday.

Inspects construction sites for public safety and traffic control. Inspects and observes construction materials and methods to insure compliance with approved plans, specifications and construction details at the construction site.

Operates vehicle daily to make site visits.

Request as-builts at appropriate phase of project. Read blueprints and construction drawings.

Coordinate final acceptance procedure, walk-throughs, letters, etc.

Investigate and resolve citizen and other complaints and perform related public relation activities.

Coordinate and monitor materials testing; maintain a file on test results.

Monitor project for public safety, check barricading, etc.

Prepare daily logs on the project; listing the jobs progress, delays, plan problems. Inputs data into PC or terminal.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

MAG specifications and details and the practical application of these principles
Construction practices, materials, details, specifications, symbols, terminology and codes
Inspection procedures

Ability to:

Listen and communicate effectively with a diverse group of people.
Lifts manhole covers, valve keys, and misc. tools weighing up to 25 lbs.
Visually review the design of engineering projects
Read and interpret engineering drawings and specifications and compare them to work in progress.
Use fractions, percentages, ratios, etc.

Determine defects in construction and recommend solutions to bring project into compliance

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Ability to (con't):

Keep written records

Prepare basic reports

Operate a PC or terminal

Exercise safety practices at job sites which includes abilities to hear and see, and move

Communicate orally and establish and maintain effective working relationships with co-workers, supervisors, engineers, contractors, and the general public

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of two years experience in civil engineering work or public works construction or inspection.

FLSA Status: Non-exempt

HR Ordinance Status: Classified